



**Stevensville Town Council Meeting
Agenda for
THURSDAY, FEBRUARY 11, 2021
7:00 PM**

NVPL Community Room-208 Main St

The Town of Stevensville live streams Town Council and board meetings on our website at

<http://www.townofstevensville.com/meetings>

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
 - a. January 14, 2021 Meeting Minutes
5. Approval of Bi-Weekly Claims
 - a. Claims #16504-#16567
6. Administrative Reports
 - a. Airport
 - [b.](#) City Court
 - [c.](#) Community Development
 - d. Finance
 - [e.](#) Fire Department
 - [f.](#) Parks & Recreation
 - [g.](#) Police Department
 - [h.](#) Public Works
7. Guests
8. Correspondence
 - a. Letter from Stevensville Business Owners
 - b. Letter from Victoria Howell and Joan Prather
9. Public Hearings
10. Unfinished Business
11. New Business
 - [a.](#) Discussion/Decision: Resolution 484, establishing the written minutes as the official minutes of record for hearings and meetings of the Town Council
 - [b.](#) Discussion/Decision: Consent to Mayor's appointment of Steve Kruse as Public Works Director
 - [c.](#) Discussion/Decision: Vehicle Use Agreement with BVS Inc., providing use of backup ambulance for mobile COVID-19 Testing
12. Executive Report
13. Town Council Comments
14. Board Reports
15. Adjournment

Welcome to Stevensville Town Council Chambers

We consider it a privilege to present, and listen to, diverse views.

It is essential that we treat each other with respect.

We expect that participants will:

- ✓ Engage in active listening
- ✓ Make concise statements
- ✓ Observe any applicable time limit

We further expect that participants will refrain from disrespectful displays:

- ✗ Profanity
- ✗ Personal Attacks
- ✗ Signs
- ✗ Heckling and applause

Guidelines for Public Comment

Public Comment ensures an opportunity for citizens to meaningfully participate in the decisions of its elected officials. It is one of several ways your voice is heard by your local government. During public comment we ask that all participants respect the right of others to make their comment uninterrupted. The council's goal is to receive as much comment as time reasonably allows. All public comment should be directed to the chair (Mayor or designee). Comment made to the audience or individual council members may be ruled out of order. Public comment must remain on topic, and free from abusive language or unsupported allegations.

During any council meeting you have two opportunities to comment:

1. During the public comment period near the beginning of a meeting.
2. Before any decision-making vote of the council on an agenda item.

Comment made outside of these times may not be allowed.

Citizens wishing to speak during any public comment period should come forward to the podium and state their name and address for the record. Comment may be time limited, as determined by the chair, to allow as many people as possible to comment. Comment prior to a decision-making vote must remain on the motion before the council.

Thank you for observing these guidelines.

File Attachments for Item:

a. a. January 14, 2021 Meeting Minutes

Stevensville Town Council Meeting Minutes

THURSDAY, JANUARY 14, 2021

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order Councilmembers Devlin, Ludington, Shourd and Vick were all present along with Mayor Dewey.

2. Pledge of Allegiance

3. Public Comments

One public comment from Susan Devlin came in via-email on 01/14/2021.

4. Approval of Minutes

a. September 24, 2020 Meeting Minutes

b. October 8, 2020 Meeting Minutes

c. December 10, 2020 Meeting Minutes

Councilmember Vick: made the motion.

Councilmember Shourd: 2nd.

Mayor Dewey: it was moved by Mr. Vick and 2nd by Mr. Shourd. Any council discussion? No public comment. Ms. Berthoud will you call for the vote.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Shourd: aye.

Councilmember Vick: aye.

Mayor Dewey: motion passes.

5. Approval of Bi-Weekly Claims

a. Claims #16456-16495

Councilmember Vick: made the motion.

Councilmember Devlin: 2nd

Mayor Dewey: it has been moved by Mr. Vick and 2nd by Ms. Devlin to approve the claims. Council discussion?

Councilmember Vick: questions about 16453 and 16463, the two that Robert added in the latest email that they were not on the claims sheet. Are we able to approve those without those being on that claim sheet?

Mayor Dewey: you can we will just include them in the range of numbers that you are approving.

Councilmember Vick: I will make a motion to add claims 16453 16463.

Mayor Dewey: okay noted. Any further questions or discussion on the claims, no public comment.
Ms. Berthoud would you call for the vote.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Shourd: aye.

Councilmember Vick: aye.

Mayor Dewey: motion passes.

6. Administrative Reports

a. Airport

b. Building Department

Report was provided in the packet.

c. Finance

Robert gave his report.

d. Fire Department

Chief Motley gave his report that was provided in the packet.

e. Parks & Recreation

Bobby gave his report that was provided in the packet.

f. Police Department

Interim Chief Ellington gave his report that was provided in the packet.

g. Public Works

Bobby gave his report that was provided in the packet. Question from Chief Motley about the fire hydrant on Philips Street.

7. Guests

None.

8. Correspondence

a. Letter from the Ravalli County Sheriff & County Attorney

Mayor Dewey introduced the correspondence from RCSO and RCAO and read to letter to the council and the public.

9. Public Hearings

None.

10. Unfinished Business

a. Discussion/Decision: Resolution No. 466, A Resolution Amending the Personnel Policy Manual for the Town of Stevensville

Mayor Dewey: introduced unfinished business (a) Resolution No. 466. Long long time ago as in 12 months unfinished business. Ms. Devlin and Mr. Vick likely recall in January 2020 we were more or less at the end of a process where we had made some revisions to the towns personal policy however when COVID-19 crept up on us we kind of lost sight of that process and weren't able to finish it out. We are here tonight to kind of restart that all of the changes and suggestions have been incorporated into the draft before you with one addition at the end of the personal policy you will see an additional exhibit for the call out policy for the public works personal over the past few weeks we have worked to develop a more concrete way on how we handle calls for the public works department we found that the personal policy addressed it one way and past practice had addressed it one way. There were some word of mouth conditions that were implemented in the department that the administration was not necessarily aware of so we rectified a lot of that and in terms of the call outs things needed to be written out better in policy so that the expectations were clear so that is one of the most significant changes since that last time council considered this policy the other thing that we have referenced is the department of administrations fee schedule in terms of per diem reimbursements the way it used to work every time the department of administration changed the reimbursement for state employees we would revise the personal policy at the same time just change the numbers. Rather than bring it forward every time they change, we referenced the department of administration guidelines that covered us so that you did not have a policy coming before you every single year if it didn't need to. If the council has insight or anything like that, that they would want to see changes to the policy it is before you for review.

Councilmember Devlin: I would like to make a motion to approve the amendment of the personal policy.

Councilmember Vick: 2nd that motion.

Mayor Dewey: it has been moved by Ms. Devlin and 2nd by Mr. Vick. Discussion? There are no callers on this evening for public comment. Ms. Berthoud is there any public comment? With that if there is no further discussion from the council, Ms. Berthoud call for the vote.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Shourd: aye.

Councilmember Vick: aye.

Mayor Dewey: the motion passes unanimously.

11. New Business

a. Discussion/Decision: Confirmation of Officer John Ellington

Mayor Dewey: introduced new business item (a). Mr. Ellington is currently acting in the place as the chief of police.

Councilmember Vick: I will make the motion to confirm Officer Ellington.

Councilmember Ludington: 2nd.

Mayor Dewey: council discussion? No public comment. Ms. Berthoud will you call for the vote.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Shourd: aye.

Councilmember Vick: aye.

Mayor Dewey: the motion passes thank you.

b. Discussion/Decision: Airport Project Financial Update

Mayor Dewey: introduced new business item (b). some circumstances as you will have changed the latest airport project, I think that project in totality, Robert what was the price tag on that project completely? A million? You are muted Robert; we will wait here. I think the total project was just over one million dollars, \$1.7 million. Primarily federally funded there were a number of FAA and Montana Aeronautics that helped fund that that project and it was primarily to fix taxi ways and fix a couple of aprons on that project. Robert asked that he and Tyler have the opportunity to come before the council, if you recall we had a snafu material that underneath the aprons at the airport this summer and that required some changes to the contract to fix so they are here to give you an update on that and what more is needed from the town. I will turn it over to Robert and then if he needs to refer to Tyler, he can do that.

Robert: I think Tyler can talk about it that best out there because he put it together.

Mayor Dewey: okay, Tyler.

Tyler Reed: So we ended up with a change order for this project this project included reconstructing both the north and the south apron on the parallel taxi way. And then we also constructed a mid-field taxi way, so it was a good size project and we this change order really caught everyone by surprise including the FAA. If you recall back in 2016, we reconstructed the runway and extended the parallel taxi way and that was about a \$2.2 million dollar job and then we closed the project with a \$300,000 dollar underrun, so that was nice and did not encounter anything on that project like we did on this project. Unsuitable material, silty clay that was encountered in both aprons was about 800 cubic yards about 80 dump loads of material and so this amendment is for just all the hoops that we had to jump through just the site, we had to do a couple of site investigations we had tetra tech who was our consultant our geotechnical consultant come in and do some testing of the soils out there. They had to do so lap sampling, that was a lot of back and forth with the FAA. They had asked a lot of questions and additional data, so we put together a couple of options for the cross section of the pavement and so like the mayor mentioned this project is at \$1.7 million normally the FAA covers 90% of that cost and there is a 10% match from the town but in this case we got a Montana Aeronautics grant that covered that 10% so the original cost we fully funded at that point the city didn't have to spend a dime. At this point we are asking the city for \$50,000 dollars and the FAA has mentioned that this is grant eligible and so there for 90% of that local match that would not come out of the airports budget. Robert, I don't know if you have anything to add or if I missed anything.

Robert: I think you said it all pretty good like Tyler said the initial project didn't cost you any money and we are going to get 90% of this \$50,000 back on the next grant, so it turns out to be

\$5,000 for this \$1.7 million dollar project so it turns out to be really pretty good in the end and the airport has that money, so I don't think that it is a bad thing.

Mayor Dewey: is it your guy's, Mr. Underwood and Mr. Reed, is it your guy's desire to some how bless this moving forward or are you just updating the council?

Robert: what I think needs to happen before we can pay them, we need to get approval for the change order then we can pay the fifty thousand that we owe and then we will go back to the FAA and get our 90% this year.

Mayor Dewey: is that change order ready and prepared to come in front of the council this evening in preceding that way. I am not sure how you want us to go from this point, is it you are seeking the council to authorize the change order when it is prepared or is it councils desire that the change order come before them.

Tyler: it has already been prepared and I don't know if it made its way into the council's packet or not.

Mayor Dewey: we did not have a change order at the time when we published the packet last week. Or I didn't when we put it together, if we have a change order ready and the council is comfortable in approving the change order based on the information that they have been provided this evening then we are okay with that otherwise if they are not comfortable with that and they would like to reagendaize it they can.

Robert: it depends on how the council wants to do it.

Councilmember Shourd: change order number three?

Robert: is it change order number three?

Tyler: it is task order number three, and this would be an amendment to the task order.

Mayor Dewey: so, this would be a change number one to task order three.

Tyler: yeah you have a change order with the contractor which is has the ball rolling on that one, this is just to amend our town task order for our services which is task order three.

Mayor Dewey: how would the council like to proceed in addressing the changes to our task order with Morris and Marely?

Councilmember Devlin: I would like to see the change order.

Councilmember Ludington: yeah, I have a couple of questions for Tyler.

Councilmember Devlin: I do to.

Councilmember Ludington: Tyler is this remediation been completed?

Tyler Reed: Yes.

Councilmember Ludington: and what have you done with these soils?

Tyler: so we ended up digging 12 inches down of the subgrade and we got down below the existing base we went another 12 inches down compacted that, it is called a geo synthetic it is like a geo fabric, geo grid which saved us quite a bit of digging so from there we ended up with onsite material compacted that down put the geo fabric down so there was segregation between the layers and brought it back up to the standard eight inches as a base and three inches of asphalt and so there is a lot of back and forth. We had to look at different frost groups a lot of this is coming from the geo techs they had to run samples and spent a couple of days out there doing

cone and trauma tests and so yeah, the scope got bigger with the FAA, but that is the FAA you have to play by their rules otherwise you are not something that they will fund or approve.

Councilmember Ludington: and they have signed off on this?

Tyler: correct.

Councilmember Ludington: okay. Based on the fact that we are expecting an FAA 90% match on this and not coming out of the airport fund I don't really have a problem with the council doing it now since it is not coming out of any general fund monies.

Councilmember Devlin: I have a question, is the 90% a guarantee, an estimate, or a thought and how soon does that happen?

Tyler: so, the 90% is set in stone and that is how the FAA works. Any project that we do that are FAA funded which are pretty much all of the projects that we do the FAA will pay 90% of the project and more to it and prioritizing where the money is coming from, Stevensville gets 150,000 dollars a year earmarked by the FAA so that is kind of where that 35,000 dollar would come from, earmarked and so we get it every year and we have a pretty light project coming up and so we will be okay funding wise so the project is substantially complete all we have to do is put down markings and so once we put together a close out basically we do a final grant amendment that will change the change order I have been in communication with the FAA and they are aware of the change order the task order amendment.

Councilmember Devlin: Robert just sent us that change order thank you Robert.

Councilmember Vick: I took a look at it while you were discussing it, I will make a motion to approve the task order.

Councilmember Shourd: 2nd that.

Mayor Dewey: it has been moved by Mr. Vick and 2nd by Mr. Shourd to approve the change order to the task order number three.

Councilmember Vick: correct.

Mayor Dewey: any further council discussion?

Councilmember Ludington: I would like to thank Robert for his work with the airport board and trying to get this accomplished and look forward to see what the airport has going with the new airport manager. And thank Tyler for leading us on with this.

Councilmember Vick: very long project that we started more than a year ago I look forward to seeing it completed and look forward to what next we have coming forward.

Mayor Dewey: any further remarks from council? No public comment on our calls, any public comment on your end Jenelle? Ms. Berthoud please call for the vote.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Shourd: aye.

Councilmember Vick: aye.

Mayor Dewey: motion passes unanimously.

c. Discussion/Decision: Emergency Paid Sick Leave

Mayor Dewey: introduced new business item (c). This item is in front of you tonight with the expiration of the Corona Virus Response Act that was implemented earlier in 2020 that act had expired on December 30th along with the cares funding and other benefits that came with the CARES Act or assistance to help respond to the pandemic. We recognize that just because the legislation that congress passed that went away on December 30th that the pandemic didn't and what we are proposing here is continuing the emergency paid sick leave provisions that that act provided so that act mandated that we provide emergency paid sick leave we are now in a position were we are offering to voluntarily continue that practice as a policy for I believe we requested this remain in effect through the end of the fiscal year, June 30th. You know the verbiage in front of you for the policy is directly from the city of Whitefish who had implemented the policy in advance of the first Corona virus act becoming law knowing what the language was. So we are just carrying that forward as a benefit to our employees, I can tell you that we have at least two staff member out of the office or out of work right now because of COVID-19 related problems were they are either being tested or are experiencing symptoms and so we while some of our staff has utilized some of the emergency paid sick leave provisions previous to legislation expiring, we also have some employees that have not been or sick or have not needed that emergency paid sick leave but they made need it over the next six months depending on how the pandemic evolves. And so we are bringing this is front of council for your blessing should you want to go that direction.

Councilmember Vick: I will make a motion to amend the policy to an expiration date of being December 30th of this year.

Mayor Dewey: the motion is extending to December 30, 2021. Is there a 2nd to the amendment?

Councilmember Devlin: before we get into amendments, I have a couple of questions that might lead to amendments.

Mayor Dewey: we will let the amendment die and let you folks discuss.

Councilmember Devlin: okay, also with this with the Corona Virus Response Act, part of it if they are already used that time available to them it is no longer available. So just because the year starts over does not mean that they get another 80 hours. If they didn't use all that time the remainder of that time is available, but it also has a clause in it and I see that I don't know, I don't see it worded how I am thinking. So, if you are having to take care of a loved one that is has COIVID you are entitled to 2/3 pay not that standard full 40 hours. So is that something that we would want to take into consideration or would we just want to leave it. It is not regulated any more now that we are into the year 2021 so I just want to be mindful that there is another option there if we choose that.

Mayor Dewey: I can tell you that it was not our intent to reset the clock or reset the bank of hours available to staff and I think our staff understands that we have internal discussions surrounding on extending this until the end of the year or until the end of the fiscal year however that looks it is understood if you have used it prior to now and you have anything left you can use it moving forward if this is approved, but you don't get to reset and get sick multiple times. We have actually been very fortunate with our employees on use of sick leave frankly one of the staff members that is out now has a very low exposure because they were able to because of the things that we put in place in responding to the pandemic with remote working and telecommunications they were able to pick up there entire office work space and take it home, so rather than when they are symptomatic or don't feel good at the end of the day they are able to work from home and complete their tasks and that is worth noting. You are correct I don't think we addressed when you are caring for someone else.

Councilmember Devlin: I think that is an important thing to put in here. That is a hardship, right. It is not the full 40 or 80 or what not but it is that 2/3 pay. I don't know how you guys feel but I would like to add that in here.

Mayor Dewey: so, you are suggesting that if an employee under the sub paragraph four where it says if an employee is caring for an individual that is subject to an order as in one or has been advised in paragraph two and are caring for one of those individuals and they elect to use emergency paid sick leave they are only going to receive 2/3 of their pay.

Councilmember Devlin: I believe that is how the act is written.

Mayor Dewey: okay. Is there further discussion from council?

Robert: that 2/3 pay went for 6 weeks and covered taking care of children that did not go to school just to make that clear.

Councilmember Devlin: correct if the school shuts down or your daycare is not available, right taking care of the children not somebody in your family that is sick then you would have to quarantine for, correct.

Mayor Dewey: and as a matter of fact, I don't know as if we have had an employee in the 9 months that we have been working through this utilize it in that way. To take care of their children because the school is closed.

Councilmember Devlin: it is available, I am just wondering if we are putting this in place if we need to make sure that all of the available avenues are put into this, like I said it is not mandated anymore or regulated anymore so if we don't want to put it in there, we don't have to I am just throwing it out there.

Mayor Dewey: the way it is written today they would receive their full wage for the time period for their 80 hours is what we allow for.

Councilmember Ludington: just to review Jaime you are talking about instead of using their 80 hours they can use 2/3 pay for six weeks.

Councilmember Devlin: Right if a school shuts down and they have to stay home with a child or daycare shuts down and there is no way to take care of their children basically is what it is for, it is not for both parents so if you have a two-family household the wife or the husband can do that not both of them.

Mayor Dewey: under the previous legislation?

Councilmember Devlin: correct.

Mayor Dewey: so, I think what Ms. Devlin is kind of proposing those as options for the council to be aware of, knowing that what ever we put into this policy we get to do because there is no federal legislation right now telling us what to do for the time being. Obviously, a contingency in this is if you adopt this today and next week or three weeks from now congress passes a different type of legislation, we are going to fall back on that.

Councilmember Devlin: you have to if it becomes a regulated you can't go by this you have to go by what is set forth. With this you get to right it off as a direct with you 941 so it is money in and money out, it is dollar for dollar on you taxes and you can use that. We wouldn't be out that money per say by doing either 80 hours or 6 weeks you still get the benefit of providing that service or you get the benefit of providing that benefit.

Councilmember Shourd: I think the 2/3 part is beneficial I think it should be something that is in there.

Councilmember Vick: I agree with that as well.

Mayor Dewey: so, you are seeking language that gives an employee the option if they don't want to take the full leave, they can take 6 weeks of 2/3.

Councilmember Devlin: right, because here is how it is written, also if they use that 2/3 pay 80 hours is still available to them if they end up with COVID and have to stay home and quarantine.

Mayor Dewey: you are adding that as an additional benefit in addition to emergency paid sick leave.

Councilmember Devlin: correct. Right, that is what it is intended for. It is two sperate.

Mayor Dewey: that is easy enough to add into the document and create as part of the policy if the council deems that.

Councilmember Devlin: I would make an amendment to this to add that as well as what Dempsey said extend it to December 30, 2021.

Mayor Dewey: Ms. Devlin has made a motion to amend the policy adding the option for employees to take 6 weeks of leave at 2/3 pay to care for a dependent if a school or daycare is closed and to extend the policy to December 30, 2021. Is that correct?

Councilmember Devlin: that is correct.

Mayor Dewey: do I have a 2nd.

Councilmember Vick: 2nd.

Mayor Dewey: it has been moved by Ms. Devlin and 2nd by Mr. Vick. Council discussion?

Councilmember Ludington: I don't want to be the stick in the mud but there is going to have to be some sort of continual proof that this is what is happening. They have to prove that every week that is what they are doing they are continuing to do that and have proof from the school, or the day care is continuing to be closed due to COVID-19.

Councilmember Devlin: so I will biggie back to that, our policy at our office is that they do. We have to have a letter one so if they are going to receive the sick pay they have to have a letter from public health or their doctor and then we have to have a letter that releases them but in that case they can't get more than 80 hours or if they work part time it is two weeks average hour pay. If a school or daycare is closed we have to have a letter stating that and follow up continuations, whether that is with that care taker or that school or a letter, you are correct Paul.

Councilmember Shourd: I would just have a question if item number three if an individual is experiencing symptoms and gets tested and turns out they don't have COVID do they still receive.

Mayor Dewey: our experience has been if they, I will tell you, our policy is if you are experiencing symptoms you don't get to come to work period, we just don't want to take the risk with the small staff that we have. So, if you are experiencing symptoms you are often sent home to get a test, if they are tested and sometimes what will happen if they were tested public health will give them a quarantine order, a negative test doesn't give you a right to go back to work it basically gives public health officials whether you have the virus or not. Sometimes we will see employees come back with negative tests but sometimes have a quarantine order from public health and they are

not allowed to come back to work until xyz date. In those cases, we have historically made leave available to them. Because they have that order.

Councilmember Devlin: but anybody, you just say you have symptoms, and you want to get paid, and then get tested it doesn't work that way.

Mayor Dewey: Robert and I think and everyone else keep each other honest and no body has come in and said that they have a headache and think that I have COVID go home and come back the next day. In terms of dependent childcare, kind of rolladexting and going through the staff that we have that may only effect one or two employees.

Councilmember Shourd: thank you.

Mayor Dewey: any other discussion on the amendment of the policy? Ms. Berthoud any public comment come through? Okay we don't have any public comment on the phone either. So, Ms. Berthoud would you call vote on the amendment.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Shourd: aye.

Councilmember Vick: aye.

Mayor Dewey: the amendment passes so the full fledge policy is before you this evening.

Councilmember Vick I will make a motion to approve the policy.

Councilmember Shourd: 2nd that.

Mayor Dewey: it has been moved by Mr. Vick and 2nd by Mr. Shourd to approve the policy. Council discussion? There is no public comment on the phone unless there is public comment Ms. Berthoud would you call for the vote?

Councilmember Ludington: hold on just a second, Robert put something in the chat that said employees are eligible or now using getting 2/3 pay for their 80 hours. Is that what is happening now or is that what you are saying is going to happen?

Robert: that just came from MMIA a little bit earlier.

Councilmember Devlin: it isn't happening anymore so you can do that, you can add to it, you can subtract from it you don't have to do it all. It was in place until the end of 2020 and now they are saying you can choose to move forward with that if you like but they are not regulating it.

Mayor Dewey: there is no minimal or maximum standard it is kind of the door is open at this time. Any further discussion from the council? No public comment. Ms. Berthoud would you call for the vote.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Shourd: aye.

Councilmember Vick: aye.

Mayor Dewey: the motion passes unanimously. We will get that out to the staff once amended.

d. Discussion/Decision: Police Department Staffing

Mayor Dewey: introduced new business item (d). This item is placed on the agenda that you will receive additional information by the meeting date, I don't necessarily have a formal right up or proposal for you but I did want to at least initiate a conversation with the council about department staffing. This is something that Chief Marble and I had continued to address through his ten-year and as soon as Interim Chief Ellington took the reins of the police department, we had some of those similar conversations about addressing the lack of staffing within SPD. The recent letter from the sheriff clearly helps that cause as well in addressing recent history of the police department we have taken steps in good faith to alleviate the staffing issues that we have had with the police department over the past decade and I would say over the last year we have seen some good progress, all be it Chief Marble's resignation it has set us back so as soon as we take two steps forward some one transitions out of the organization and then we are back another step so that has been a challenge. None the less I heard individually from councilmembers their thoughts on police department staffing so I thought this would be a good time to bring this conversation to light at a meeting and see if the council has thoughts or idea on how they further discuss or entertain the concept.

Councilmember Ludington: I have a few questions. Do you have a closing date for applications for a chief's?

Mayor Dewey: the position is technically open until filled with first priority given to those who apply by the 31st of December. As to date we have received eleven applications and we have narrowed that down to nine and hopefully by the end of next week we will have that narrowed down even more.

Councilmember Ludington: next question would obviously be where is the police department budget as we stand and where would we be if we increased for what is being recommended?

Mayor Dewey: police departments budget let me get it pulled up and get you firm figures, the police department expenditure is right at 50%. There is a \$172,000 remaining in that budget for law enforcement, one piece of that puzzle Paul since March CARES has been covering the wages of our public safety staff up until the end of November. So, from March to November, we received reimbursement from CARES on all of our wages for all of the police officers and the police clerk as I understand it. However, the point to that is it is not reflected in the expenditure budget we code that as a reimbursement. So technically speaking if you put that back into the police department budget you would have 100% of the wages left in that budget but the reality is goes back into the general fund side. We only budget about \$80,000 of revenue from CARES into the budget from the general fund obviously we have received more than that as to date and expect to receive more, so you do have that balancing act where yes there are some salary savings but to some degree, we budgeted to see some of that as well.

Councilmember Ludington: so, you are still expecting to have a chief on staff by March 1?

Mayor Dewey: correct.

Councilmember Ludington: and if you were relatively in short order upped the staff of the police department you wouldn't probably have anyone to add before that date as well, I would think.

Mayor Dewey: I don't believe that we could get anyone on the streets before March 1st whether that be a chief of police or a police officer. I will tell however we have up until today we had left the police officer job posting as an open recruitment on our website and we saw after the 1st of December this slew of applications come in for police officers like a ridiculous amount, that we had to shut off the open recruitment because they think we have more positions than we actually do. Technically there really aren't any. With that surge of applications, as you will, a solid pool of

candidates that in fact bring a wealth of experience to the organization, some candidates reached out to Chief Ellington directly we can identify one that is already POST certified and would just need a conversion from state to state which is just a two-week course at the academy he brings 30 years of experience to the organization. You know we have some folks that are lined up and have a desire to work for this organization a strong desire as a matter of fact, but funding remains to be an issue and that is why we are here to night in front of the council to see if there is a solution or thoughts to a solution.

Councilmember Devlin: how much equipment do we have meaning, vehicles. I guess what could we take on now if funding wasn't an issue?

Interim Chief Ellington: we could take on quite a bit. We have two new Explores that are 2021 models the other one of them will be here by the end of the month a 2012 Charger, a 2013 Ram and a 2009 Charger that needs a little bit of work. I would say that you have room for 5 officers 6 if you needed to. For the vehicles, we keep a multitude of spares because in this job we are always on the road and things happen, so that is why we have the spares.

Councilmember Devlin: your request was to have at least two more.

Interim Chief Ellington: 6, like I mentioned in that letter before a town our size, I know it is budget, ideally right now 6 officers would be great we could almost cover 24/7 if not 24/7 not including sick. I mean as you can see with the previous situations and violent crime and narcotics situations it is pretty prevalent and necessary like the letter that I provided to you guys talked about to much law enforcement is not what you need either just the right amount is what you need. If you have a need to join up with the department.

Councilmember Vick: correct me if I am wrong Mayor didn't, we approve increasing the police department to 6 officers last year?

Mayor Dewey: yes, earlier in 2020 I think in the first or second quarter of 2020 you do pass a resolution establishing 6 positions for the police department, sworn officers positions that is, however that was contingent on funding if you remember when I brought that resolution forward it raised eyebrows on the council that I was going to go out and hire new police officers it was very clear from my stand point at that time that it could not happen until the council authorized funding for those positions and I remained unsure where that funding was going to come from a sustainable basis. The current police department staffing is four sworn officers and a chief of police. Once that chief of police is hired you would have your four sworn people if you so if you are looking to add to that force it changes that dynamic. Back to the equipment question we can adequately equip someone.

Councilmember Devlin: Where would money come from?

Mayor Dewey: unfortunately, a bake sale is not going to cut it. We looked at that Robert would eat the profits. We have had internal conversations even as early as this afternoon about funding this type of request or trying to get creative with this. I can tell you if you look at our cash balances our reserves are holding pretty steady there is an opportunity with the reimbursements that we did not anticipate coming back there is some opportunity to use some of that cash. But I guess the challenge that we run into when we talk that way is this a sustainable approach, meaning likely fund a position for 12 months but then at the end of that 12-month period who's to say that our revenues in the general fund is going to support that. There are grant opportunities like the COPS grant that we have utilized in the past for the school resource position and that had helped the organization where it graduates over 4 years you know the first year, they cover a majority of the position second year they cover less and so on and so forth. With the grant you are responsible to fully fund the position that has been deployed successfully in the past. What that does it essentially buys you time to figure out how you are going to fund the position long term. But a

grant doesn't necessarily solve the problem overnight funding wise I can tell you if you were to say "mayor I want you to fund two officers" I would come back and say I am going to need between \$100,000 and \$110,000 dollars to make that happen. That's you know, we have a very full general budget this year for an array of reasons where it is nearly one million dollars so you can do the math as to what \$100,000 dollars would do to that budget that is a big chunk. When it comes to where can we find \$100,000 dollars some place in our budget, the answer is nowhere. We don't have an expenditure problem in the general fund there is very little fat to trim 2-3 years we have really necked things down where we have found ourselves in the predicament of not spending much money, but we are not bringing in very much. We do a lot with very little funding in terms of the general fund generating revenue. We have had these conversations with the council many years how do we help that revenue problem. I don't think there is any one solution, but you know it is something that has to be considered in the picture when we if you were to fund a position tonight and felt that need we are going to start working immediately to keep that position past June 30th, because your budget is going to start over on July 1 I can see us being in a position where if we approve that know and we didn't see that we over extended ourselves I guess if we ask for some money tonight or you funded two positions at \$110,000 our revenue increasing in 2022 to the tune of \$100,000 dollars our revenue just doesn't increase that drastically with property tax increase you know property values increase etcetera.

Councilmember Ludington: just a little history from my perspective this is nothing new for the town council even twenty years ago when I started on the council revenues were always shaky at best and our spending was always tight. About every year when it came up on year five and we knew we had to fund it and we were saying we will do it this year, but unfortunately, we can't do that for an officer again or we are going to have to get another COPS grants and we did that for several years. I think there is, interesting I was at the Barber Shop today and there was a guy from a construction company, and he said I just bought a plot of land that I got a plat on and I just sold every single lot today, 14 lots on this piece of property south of Hamilton. That he got the final plat approved on today and he sold all of the lots in one day. So that could be why police officers want to come here, everyone wants to come here is that going to help us? Eventually, my suggestion would be if there is enough interest in the community I would pull a public safety levy, it might be a way for us to say here is how it has raised its head, we have had a homicide first once since 98 and it wasn't really in the town so, and the sheriffs office says they are going to investigate all of our felonies because of our police department situation, I think we have a leg up there and it might be looking into, saying here is the value of your house today and we pass a public safety levy for x number of years and this is how much it is going to cost you and see how much, see where it goes I think people would be interested in that.

Councilmember Devlin: I agree whole heartly with that Paul.

Councilmember Shourd: seems like the best way to solve the issue.

Mayor Dewey: not sure if you are thinking or waiting for me to speak. I guess I pose the question from this point knowing that information or at least three of you agree to ask the taxpayers to increase mills. Where would you like to go from this point?

Councilmember Vick: I am not a person that is for increasing taxes. However, we do need our public safety people out there and we also need to be providing them mental health as needed. I am more than happy to have a conversation about that and find avenues to fund more police officers and you now get the equipment for them and what not where we can not only have the police officers but the equipment for them.

Councilmember Ludington: my feeling is let's go ahead and dream big. Let's go ahead and say here is what we want to do to staff a police department how much it is going to cost based on what we believe Chief Ellington is telling us and probably others as well including Chief Marble

see what it will cost, see what it will cost when you spread it over the community, I mean no doubt I don't like to raise taxes either. If this is the trade off for however much it is going to cost, then float it out to the community and say okay here is what we are looking at here is what it is going to cost where do we go from here. Do we make it smaller do we try to make it more palatable, what are the tradeoffs, I think there is definitely room for an interested community to speak out on how they feel about this?

Interim Chief Ellington: I agree, me and chief Marble talked about it quite a bit, spoke about it like you said as it grows the department is going to have to accommodate that as well. The police department being, we just have to find ways to say yes and not making a decision. It is a necessity. It is pretty prevalent, you said one homicide but there was two just out of the airport city limits, if we would have been on it would have been in our five-mile jurisdictional limit. I am also positive that we would have been tight there we could have assisted but we didn't have an officer on we don't have 24 hours coverage. That obviously bothers me because we try to be able to help but you know we can't do it when we are not working, we don't have guys on the street then the people don't have the service that they expect.

Mayor Dewey: so, in that vein, the levy rabbit hole it just so happens that I was able to find Resolution NO. 428 from 2018 that did not pass. I will share it with you, Mayor Dewey shared the resolution with the council and discussed the council meeting that pertained to this resolution. As I recall the community members did not agree to a contract. The council did put forth to the administration to put together a levy for February. At the time we were looking at 86 mills, at the time they were valued at \$2500 dollars.

Councilmember Vick: something I was thinking about, primary right now our police department handles traffic issues and what not, is there any way to get an estimation on a gas tax? Of say maybe 1%

Mayor Dewey: you are asking can the council implement a gas tax within the city to help with traffic enforcement?

Councilmember Vick: correct.

Mayor Dewey: I don't know. I know you could theoretically implement a gas tax for certainly road improvements, I don't know about traffic enforcement. That is a question that I have never been privy to the answer of.

Councilmember Ludington: there is only one problem with that, there is only one gas station.

Councilmember Vick: correct I know, that is one of the things I am thinking of there.

Councilmember Ludington: I am pretty sure the directors at the co-op would not be very happy.

Councilmember Vick: I get my coffee there on my way to work so that conversation may not go well.

Councilmember Ludington: I think we are probably still, after a quick couple of calculations what I know the mill levy was last time, we are probably looking at more like a \$130 dollars per house per year. So, I think it is one of those deals that we thought we has some force within the community we could probably build a campaign on that. I am not sure about the timing it would be pretty hard pressed to get something done before the end of this fiscal year that is not all that far away, it is only 5 months. We would have to work really hard to get a vote before the next fiscal year.

Mayor Dewey: timing wise in theory you could sneak this on to the May election ballot and then you would see revenues in December from the November tax bill. Just keep that in mind,

remember when you actually receive the money from a mill levy and if you wait until the November 2021 ballot you are not going to see revenue until December of 2022. Because tax bills go out as you know and are payable in November and those go out once a year and we get the two big tax checks that trickle in through out the year. Timing is something to consider. I would probably entertain for example if you were to move forward with a resolution like this one it is obviously the council's choice and I don't think by any means, I would encourage the council to hold a public meeting to see what the thoughts are what they deem as reasonable.

Councilmember Ludington: you know there is a significant history with municipalities and police forces in the state of Montana it is a kind of a unique situation. The funding and like Mayor Dewey said the largest chunk of money coming out of the general fund is for the police department because we are vested with a volunteer fire department the rest of the towns operations is done through the enterprise funds water and sewer. It is a big chunk of money I am not sure how people would feel about that, they would probably want to have at least a public hearing to get some people's opinions from how they feel about this just as a ball park figure \$140 of your house value take a look at what your house value is and if you want to budget for a larger police force or take a look at what that budget would be if we wanted to try and figure out what that would look like monetarily to do with the police department and put a number to it. We can say if we want to do this, I am personally on the fence about whether we would, we need to know how much this will cost. The school just passed a twenty-six-million-dollar levy.

Interim Chief Ellington: it is tough. I just know that long term it would be beneficial I am pretty sure that everyone is familiar with the increase in crime and that correlates narcotics, meth, dope. That is part of the reason, and like I was mentioning before when I worked in Florida, when they get into a town in a zone or sector that you work, they are like weeds and weeds spread and I don't want to see it spread it takes the tough road there has to be some sort of solution I can look at COPS grants and I can get on that asap but then we also have to have a long term goal of what we want the town to be and how we want the police department to be for the town.

Mayor Dewey: one idea that just occurred to me was that we have pondered a survey in regards to SPD and its interactions with the town and the feed back and SPD's our plan was to do something the first of the year and here we are. It is conceivable that we could put some questioning in that survey floating the idea of a levy if that is acceptable to the council that may give you an opportunity to the waters and see what the temperature is.

Councilmember Vick: I would definitely like to see what other people think about it putting something like that in the poles.

Mayor Dewey: that is very easy to implement it is very low impact and we have seen wild success being able to reach an audience through social media with past surveys we have gotten good responses with [public safety and especially police protection I don't have any doubt we will have a decent survey response to that so that is something that John and I can work together to pull off, put some wording in there very simple but speaks to a levy and the tolerance of the community is. Have we beat that horse or is there more you would like to discuss about the police department and police protection?

Councilmember Ludington: I am done.

Mayor Dewey: one other thought I will leave you with in terms of the revenue problem is one of the times that we have had this revenue conversation the council at that time came up with maybe we need more taxable property in the town and commissioned an annexation study 2017 or 2018 or 2019 were we contracted with HDR engineering to determine the feasibility of annexing the Stevensville Y to 93. I think a couple of you have seen that report I can send it to

you that was one solution that was explored whether it was a feasible option or not, with that if there is nothing further, we can move on.

Interim Chief Ellington: I like that idea.

Mayor Dewey: council is good to go, thumbs up.

e. Discussion/Decision: Contract for Building Inspections Services with Construct Montana, LLC

Mayor Dewey: introduced new business item (e) Mr. Underwood I am going to defer to you on this contract.

Robert: as most of you know Tim left the beginning of September and signed a three-month contract with him. We did not find another inspector, so Tim has been continuing to do it. Tim is also contracted with the City of Hamilton. The contract is in the packet, similar to what Hamilton has. We have a lot of money in the fund and continue to get findings from the state because of that.

Tim Netzley: presented to the town the building inspector contract for building inspections for the Town of Stevensville. I have the same contract with Hamilton and a temporary with Darby as well. I am happy to answer any questions.

Councilmember Ludington: I have a couple of questions, first of all can you charge 1005 for a while until it drops down. I know that it is a pretty large fund. I realize that there is some administration work from the town. One thing that I did not see in the contract and I would like to see is that the town retain a copy of the certifications that you have. And maybe help you maintain those certifications, if you need additional credits to maintain that. The way in see it and you probably see it that way to this isn't going away, constructions for the municipality are not going to go away, they are probably just going to be more. We are going to be looking at this problem of having a relatively large fund for a while, so that would be the only thing that we might want to make sure that we do, is to have your certifications on file so when someone comes in for a building permit here is what the building inspector is going to do and here are his qualifications. We are telling the builder, or the homeowner that we have the best available services that there are in the area and that, my other questions would be is 15 days standard? I think that is what is says, all inspections will be carried out with in 15 days.

Tim Netzley: 15 days for the plan review, that is the standard, but we often do much better than that.

Councilmember Ludington: I am all in favor of contracting for services I think it is a really great use for small business it gives them a independent way to make sure they sustain a revenue stream for whatever company they got. And as in what concern he does have staff, not only are we taking a part time position from the town, but we are helping to employ more people than one, so I think it is a win-win for the town.

Councilmember Vick: I would have to agree with you there Paul.

Councilmember Devlin: I do have a concern we are providing the office space, our town employees are doing the scheduling, so we have an overhead cost in that, while Tim you have employees we do as well, and your proposal is a 80% of building fees and I think that is a little high. The part that concerns me is I mean you kind of have us backed into a corner so to speak, what other options do we have, but when you do a contract and I agree it is right that we can support a small business and you have great qualifications a contract has to benefit both parties so I would really like to see those building fees go down to 70% instead of 80%.

Tim Netzley: We try to stay under the national average for similar contracts which starts typically around 85% then goes anywhere from 20-25% for plan review. And I made the recommendation that we raise the plan review fees from \$25 to \$50, 35% is what the state is doing as well, Hamilton as well.

Councilmember Devlin: that is a fair argument I just have to look at from all different sides, right? 80% I think that is high.

Mayor Dewey: I see Jaime's point in terms of the overhead often times the town will look to contract with outside entities to provide services to get out of those types of costs, just because we discussed it about the police department and reduce costs in other ways so there is that aspect to consider whether to proceed with a contract or not. Are we funding both Mr. Netzley' overhead and our own and doubling up on that, I don't necessarily have an answer?

Tim Netzley: the way that we have it is the staffing cost to the city should be minimal there is we have gone through all of the archives and do regular reporting but otherwise we just recommend having somebody that is a point of contact that we can check in with and the scheduling just happens in one spot for the contractors to go to; to get that taken care of and then they are not entirely detached from the city. As it is now Mayor Dewey or Ms. Berthoud may know, maybe Robert would know better how many hours would you say go into the scheduling from the staff.

Robert: I don't know exactly even though the spend at least a day a week, getting calls done. Maybe 20% per person maybe even less, 6-7 hours. It is about 6-7 hours per week, they do it everyday because there are people coming that is part of the process of getting the form filled out, paying for the form getting it back and scheduling would at least take one person a day a week in the busy schedules, not much this week but in the other nine months of the year when it is a little bit busier. And we have talked about that before and that is about right.

Tim Netzley: nothing has come in these last month or so.

Councilmember Ludington: I think as we continue to look at the fees that we are charging and the possibility of larger projects coming into the community those are obviously going to generate a sizable amount for the department and even though the amount of time it takes to schedule those probably doesn't take that much more time the revenue that comes in is considerable as Robert has said that department is pretty healthy right now but like you said we are going to get fined because we have so much money in it we don't want to be forced to lower our fees because we are holding so much money I think it would take a period of time once the school gets done I know there is some other stuff that is in the pipe line commercially that will probably generate another sizable chunk of money not to mention if something happens with another subdivision within the municipality is going to generate funds. Nothing ventured nothing gained if we don't have space to build stuff than are need goes down and our scheduling goes down with that the reverse of that is also true. I don't personally have a problem with that we may at some point discover that it is not covering our costs and if that is the case we may have to take a closer look at the contract that we have with the building inspector and try to renegotiate I think in my opinion this is well within the bounds of what we should be able to do and if we find out that staffing is spending a lot of time filling out paperwork then we need to try to redirect that to so they can do more of that stuff on line and the building inspector takes it on. Try to see what ways we can reduce the amount of staff time.

Councilmember Devlin: I wonder if we had six hours of our staff back not doing building inspector work, what other what would they be relacing their time with and I think we can all agree that there is other work. Paul, I agree with what you are saying yes there is a lot of money in there and we don't want to have to pay fees for having it in there. I just I think we just need to be mindful and when we sign a contract it needs to benefit both parties yes it benefits us because we don't

have anyone else to do this and yes it benefits us still maybe generate some income off of it right, but I think we can definitely argue that 6-7 hours a week of our towns time our towns staff time providing space that is worth something. Yes, if you contract out generally you contract out to somebody that is not using your space you contract out to somebody that provides all of the services not just parts of that we are looking at, in a quiet time 30 hours a week I mean 30 hours a month. I don't want to wait and find out that maybe we could have done something different or that we could not afford it. I don't know I am having a little bit of heart burn over it.

Councilmember Shourd: what is the length of time for the proposed contract?

Tim Netzley: 3 years.

Councilmember Shourd: 3 years, thank you.

Councilmember Devlin: to kind of go back I think that we do it annually or two years but not to exceed two years at a time. I don't want to be stuck in a contract that agina we find out we can't afford or what not.

Tim Netzley: as I have discussed with Mayor Dewey, we are willing to do two years. If you want to try it out and see how it works.

Mayor Dewey: how would the council like to proceed with the contract this evening?

Councilmember Vick: I will make a motion to approve the contract for two years.

Councilmember Shourd: 2nd

Mayor Dewey: it has been moved by Mr. Vick and 2nd by Mr. Shourd. Council discussion? Public comment? There are no callers on tonight....

Councilmember Ludington: I will say one more thing, as you are all probably aware, building in Ravalli county is going nuts last time that this happened I happened to be in the trade at that time and the guys that thought they were builders were numerous and Tim can probably speak to that as well if we don't have a building inspector we are going to be in serious trouble at some point with something that was built in the municipality where it should not be and I think that he is finding that now with people that are suppose to know what they are doing so I think that this is something that we can not do without. I realize that this could cost a little bit in the long run but in don't think we can do without it we are really lucky, and if you talk to some in the areas in the county that doesn't really have any type of building inspection going on there is all kinds of crap going up our there and it is kind of scary, even in the recent subdivisions that have been in the county some of that building and I have seen some of it, it is pretty shoty I don't want to see that in the town, I really don't we have spent a lot of time and done a lot of effort and as the council representative on the Planning and Zoning Board that spent 13 ½ hours in the last two weeks debating a subdivision, we have to have a building inspector I will not allow us to not have one.

Councilmember Devlin: I agree with that Paul like I said our back is against the wall either we approve this contract, or we don't have a building inspector, it is that black and white. And that is not my heartburn, my heartburn is that maybe we can negotiate a little bit, but I agree whole heartly we have to have somebody.

Mayor Dewey: any further council discussion?

Councilmember Vick: my opinion is that being that 80% is not that bad it isn't like we are paying him outside of that. That is what I am looking at.

Mayor Dewey: any further discussion? Public comment? Ms. Berthoud any public comment?

Ms. Berthoud: no public comment.

Mayor Dewey: if you would roll call the vote please.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Shourd: aye.

Councilmember Vick: aye.

Mayor Dewey: the motion passes.

12. Executive Report

Mayor Dewey: I have been told by Ms. Berthoud that perhaps I am wordy in my report and I will keep it brief as it is nine o'clock. As council is likely aware and let me preface, Jenelle likes to stay late we are in that habit now with the recent meetings in that vein after plenty of hours of deliberation the planning and zoning board did turn over a recommendation I am sure Paul will address in the board report section of our agenda with that we will be reaching out to the town council on availability to schedule for public hearing or public hearings depending on how many you want to have and meeting for that. So, you can expect that to come forward. The caveat to meetings is that as you have individually given me your feedback, we are prepared to go back, considering the case counts in Ravalli county and other measures that are in place we are prepared to go back to in person meetings and that is encouraging. I don't know that this council has never met in person before, so I am excited for that opportunity. However, with that comes with some restrictions if you will it is the council's intent to return to in person meeting with the same masking and distancing requirements that were in place prior to going to virtual meetings and if any of the councilmembers object to that please let me know. The other piece to that is that we can continue to hold council meetings in the library community room that seems to be the best facility that can hold a reasonable amount of people the council chambers is available but by the time you get the council, staff and any department heads that attend we are out of capacity and citizens are able to join us which defeats the purpose of meeting in person I think the library room is available to us and we have spoke with the library director and have worked out our agreement with them to use that space however we are a little bit more limited because they have restarted some of their programming so we need to keep our meeting the best we can to two per month which covers our council meetings. I think it is just going to depend on how you want to precede with Burnt Fork Estates and meetings in that regard. I think if you are going to hold in person meetings or an in person public hearing that room is going to quickly run out of capacity with the 14 or 16 chairs that we are able to accommodate. So, keep that in the back of your mind I would like some feed back when you consider that item. I guess to speak to the letter that the sheriff sent you all received a copy of that along with Mr. Ellington's memo regarding police staffing and we have consulted with legal counsel, in fact I think there are a half a dozen lawyers across the state who have seen that letter and are candidly perplexed by the sheriffs directive if you will, that frankly undercuts our police department and doesn't do much justice to the idea that our staff are capable of handling felony investigations, which I have full faith that they are I think we are still vetting the legality of the sheriffs letter and demanding that felonies are handles a certain way in Stevensville I can tell you at this juncture we do not feel that it is legal despite the county attorneys signature on the letter, but like I said we are going to continue to vett that, we had one meeting scheduled with the sheriff unfortunately that meeting didn't happen because court ran late the sheriff didn't want to stick around and due to the city attorney stuck in court we weren't able to pull a meeting together and he has reached out for a meeting and I will entertain that as soon as I am done consulting with legal counsel on how we are to proceed wit the issue. Beside from that the department heads are doing well in regards to continue with the towns operations,

we survived a wind storm yesterday and the other note I think I will make is at the end of the month we have a fifth Friday where we hold staff retreats and some times those are held with council, so the fifth Friday of the month if you wouldn't mind marking your calendars we will of course reach out from the staff side of things to see if you have availability that day to workshop with the staff and I with strategic planning over the last quarter, we are at that time of the year when our fiscal 2022 budget. Your input would be valuable there if you are available. If there aren't any questions from council for me I will turn it over to Town Council comments.

13. Town Council Comments

Councilmember Vick: I am going to keep it brief and not take up half a page in the Bitterroot Star. First off, I want to wish our deputy clerk Laura Miller a very happy birthday and also second thing Mr. Mayor if you remember last year I had made a motion to were if the council president and the Mayor come to an agreement then the towns attorney can be present at the meetings and what not, I think with my questions about gas taxes and other things that have come up in the past you have my blessing throughout the rest of this year at least to have the town attorney present and active in our council meetings if you so see fit.

Councilmember Ludington: most of my comments were board reports. It has been an interesting couple of weeks.

Mayor Dewey: any other council comments, board reports, Paul your turn I think you are the only board that met.

14. Board Reports

Councilmember Ludington: and boy did we meet. And I will once again give all of the accolades that I possibly can to the members of the planning and zoning board, Greg Chilcot, Meghan Hanson, Dan Ritter and Trenis Hindle for all of the time that they have spent listening to comments and going over what has turned into a pretty complex development. I would encourage you to look at the entire proposal I realize that it is 200 pages and that traffic impact study, and the soil study is pretty dry, but it is important. As you well can imagine that people that live in Creekside Meadows are not happy and I realize that so we are going to have to have a public hearing and I would hope that try to have I think that we have to have it in person, and we may have to see if we can use the facility at the school and it is going to be 4 or 5 hours I just guarantee it. They are going to talk our ears off and try to get us to see their point of view and what their objections are and what are important. And there are issues involved here, some that have been put on the back burner and have kind of sat around for several years, I don't know if you watched but in the first meeting that we had I did talk about a meeting that I went to in the brief time that I was mayor with PCI when they were the towns engineer with the DNRC and it was kind of sad and I don't think that has changed, I think water right that the town has, as the mayor said, is absolutely sufficient I think we have some issues with it and this may be the opportunity for us to fix that and it may be the opportunity for us to get into a lot of trouble with the developer. We have been fortunate this year in COVID 19 to be able to not really have to respect the deadlines that we would normally review with subdivision review and believe me there is a lot to review there, a lot going on just in that piece of property and what they are proposing to do there. Not withstanding what is going on in the surrounding area which is a really nice subdivision that is next door and road ways that are contingent to this subdivision that do not belong to the town and water rights that are in question and storm water that could be an issue and the whole density issue going on there, so I would really encourage you to familiarize yourself with that proposal because there is a lot issues there including the issues that Creekside Meadows has brought up. And other citizens with in the town but I think we have come to a pretty good agreement I think that this is something that could work really well for us, one of the things the mayor pointed out, the infrastructure fees alone from this will generate almost \$700,000 dollars for them to just be able to hook up to our facilities there is also going to be that 20% from all those building permits there is also going to be an opportunity for us to make sure that we are taking care of all of our water and our

waste water and our storm water, this is going to allow us to tie up it will also allow us to figure out what the interest is in our town. I was on the council with the original Creekside Meadows was originally proposed, it was proposed in five phases only two were done. Some of that had to do with the economy some of it didn't, it was also a very difficult process. The planning and zoning had many meetings on it, I believe that the comments from them that they would have to agree to was at least two dozen if not more and it has turned out to be a very nice subdivision so that is really all I will say about that, there will be further we should try to do the best that we can to listen to what everybody has to say about this and like I said there are people that are not at all happy that this is proceeding and that there are issues that we are going to need to be able to answer for them. Thank you.

15. Adjournment

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

a. a. Claims #16504-#16567

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account	
16504	E	1166 VISA		2,745.40						
		Dec 20 12/20/20 Admin-Calendar		79.65			1000 410550	210	101000	
		Dec 20 12/20/20 Admin-Calendar Refund		-79.98			1000 410550	210	101000	
		Dec 20 12/20/20 Admin-Switchboard Live		35.00*			1000 410550	339	101000	
		Dec 20 12/20/20 Admin-Office Supplies		42.10			1000 410550	210	101000	
		Dec 20 12/20/20 Admin-SRF Pro, Printer, Suppli	1,464.95*				1000 410550	239	101000	
		Dec 20 12/20/20 Admin-Lowes's Hand Sanitizer	29.88*				1000 410550	239	101000	
		Dec 20 12/02/20 Admin-All CLR Wipes	12.99*				1000 410550	239	101000	
		Dec 20 12/20/20 Admin-paper	4.49				1000 410550	210	101000	
		Dec 20 12/20/20 PD-Paper	1.50*				1000 420100	210	101000	
		Dec 20 12/20/20 FD-Paper	1.50*				1000 420410	210	101000	
		Dec 20 12/20/20 BD-Paper	1.50				2394 420531	210	101000	
		Dec 20 12/20/20 Water-Paper	9.00				5210 430510	210	101000	
		Dec 20 12/20/20 Sewer-Paper	9.00				5310 430610	210	101000	
		Dec 20 12/20/20 Court-Paper	1.50				1000 410360	210	101000	
		Dec 20 12/20/20 Airport-Paper	1.50				5610 430300	210	101000	
		Dec 20 12/20/20 Admin-Officer Supplies	29.98				1000 410550	210	101000	
		Dec 20 12/20/20 PW-Glass for Truck	197.50				1000 430100	232	101000	
		Dec 20 12/20/20 Mayor-Pens	28.14				1000 410200	210	101000	
		Dec 20 12/20/20 Court-Tab Binders	7.58*				1000 420410	210	101000	
		Dec 20 12/20/20 FD-Office Supplies	18.78				1000 410360	210	101000	
		Dec 20 12/20/20 Admin EIG*CONTACT	90.00*				1000 410550	339	101000	
		Dec 20 12/20/20 Admin- Purchase Return	10.90				1000 410550	311	101000	
		Dec 20 12/20/20 PD-Uniform & Equipment	391.85				1000 420100	226	101000	
		Dec 20 12/20/20 Admin- Office Supplies	170.54				1000 410550	210	101000	
		Dec 20 12/20/20 Mayor-Poinsettia	25.94				1000 410200	210	101000	
		Dec 20 12/20/20 Admin-CLR Wipes	12.99*				1000 410550	239	101000	
		Dec 20 12/20/20 Parks-Light for flag	39.97*				1000 460430	212	101000	
		Dec 20 12/20/20 Admin-Refund	-25.94				1000 410550	210	101000	
		Dec 20 12/20/20 PD-Notes,pens,pad	92.08*				1000 420100	210	101000	
		Dec 20 12/20/20 PD-Posters	9.40				1000 420100	320	101000	
		Dec 20 12/20/20 Admin- Covid Testing Supplies	20.93*				1000 410550	239	101000	
		Dec 20 12/20/20 Court-Colored Coded YR Labels	10.18				1000 410360	210	101000	
		*** Claim from another period (1/21) ****								
16511		1117 Municode		1,500.00						
		Municode Annual Website Hosting Maintenance Support		150.00			1000 410550	350	101000	
		00353708 01/20/21 Adim-Website Hosting Maintenan		75.00			1000 420410	350	101000	
		00353708 01/20/21 FD-Website Hosting Maintenan		75.00			1000 410360	350	101000	
		00353708 01/20/21 Court-Website Hosting Mainte		75.00*			2394 420531	350	101000	
		00353708 01/20/21 BD-Website Hosting Maintenan		450.00*			2940 410550	350	101000	
		00353708 01/20/21 ED-Website Hosting Mainte		300.00*			5210 430510	350	101000	
		00353708 01/20/21 Water-Website Hosting Mainte		300.00*			5310 430610	350	101000	
		00353708 01/20/21 Sewer-Website Hosting Mainte		75.00			5610 430300	350	101000	

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
16526	1163	02/02/21 Water Rights	858 MILLER LAW OFFICE, PLLC	650.00			5210		430530	352		101000
16527		511 Mission Street Condem Notice	159 Ravalli County Clerk and PO JB 02/02/21 Record condem notice 511 Missi	5.00			1000		410550	350		101000
16528		Reimb food for training 01.23.21	1309 Lee Henderson	79.00								
		000014 01/23/21 Reimb food training	*** Claim from another period (1/21) ****				1000		420410	229		101000
16529		Annual Cylinder Maintenance	1460 American Welding & Gas	14.80								
		75987025 01/31/21 Annual Cylinder Maintenance	*** Claim from another period (1/21) ****				5210		430510	220		101000
		75987025 01/31/21 Annual Cylinder Maintenance		4.93			5310		430610	220		101000
		75987025 01/31/21 Annual Cylinder Maintenance		4.93*			1000		430100	220		101000
16530		February 02/01/21 Monthly Compensation	1436 Maureen M. O'Connor	1,500.00			1000		410360	350		101000
16531		71257 02/01/21 Admin-Monthly Fee	1696 First Call Computer Solutions,	2,100.00								
		71257 02/01/21 PD-Monthly Fee		315.00			1000		410550	356		101000
		71257 02/01/21 C-Monthly Fee		315.00			1000		420100	356		101000
		71257 02/01/21 BD-Monthly Fee		105.00*			1000		410360	356		101000
		71257 02/01/21 FD-Monthly Fee		105.00			2394		420531	356		101000
		71257 02/01/21 Sewer-Monthly Fee		105.00			1000		420410	356		101000
		71257 02/01/21 Water-Monthly Fee		525.00			5310		430610	356		101000
		71257 02/01/21 Airport-Monthly Fee		525.00			5210		430510	356		101000
				105.00*			5610		430300	356		101000
16532		71096365 01/23/21 Printer lease	1702 DE Lage Landen Finance Services,	55.02			2940		410550	320		101000
		71096365 01/23/21 Late Fee		4.00*			2940		410550	320		101000
16533		352653 12/14/20 Airport-Municcode meetings sub	1117 Municode	2,200.00								
		352653 12/14/20 PW-Municcode meetings subscrip		374.00			5610		430300	350		101000
		352653 12/14/20 Planning- Municode meetings s		374.00			1000		460430	350		101000
		352653 12/14/20 Council- Municode meetings su		220.00*			2250		410210	350		101000
		352653 12/14/20 FD-Municcode meetings subscrip		1,100.00*			1000		410211	350		101000
		352653 12/14/20 PD-Municcode meetings subscrip		66.00			1000		420410	350		101000
				66.00*			1000		420100	350		101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
16534	E	230 Verizon Wireless		*** Claim from another period (1/21) 412.14	****							
	9871518790	01/18/21 Cell Phone - Mayor		46.70			1000		410200	340		101000
	9871518790	01/18/21 Cell Phone - PD		140.10			1000		420100	340		101000
	9871518790	01/18/21 Cell Phone - BD		86.97			2394		420531	340		101000
	9871518790	01/18/21 Cell Phone - H2O		59.46			5210		430510	340		101000
	9871518790	01/18/21 Cell Phone - Sewer		59.46			5310		430610	340		101000
	9871518790	01/18/21 Cell Phone - Airport		19.45			5610		430300	340		101000
16535		1754 Construct Montana, LLC		2,100.00								
	2101	02/01/21 42Hours January inspection		2,100.00*			2394		420531	350		101000
16536		289 MONTANA DEPT. OF ENVIRONMENTAL Community Connection Fee		1,722.00								
	FY 18-19	Annual Community Connection Fee										
	512101347	08/26/20 Annual Comm Connection Fee		1,722.00*			5210		430510	330		101000
16537		1703 North Ridge Fire Equipment		*** Claim from another period (1/21) 3,600.00	****							
	Invoice 1114,	Invoice 1135, Invoice 1155 12 pair boots										
	1114 1135	01/07/21 FD-12 pair red leather boot		3,600.00			1000		420460	226		101000
16538		53 SUPER 1 FOODS		*** Claim from another period (1/21) 20.82	****							
	03-1749366	01/28/21 S-Water for testing		20.82			5310		430640	220		101000
16539		690 Core & Main LP		*** Claim from another period (1/21) 583.95	****							
	N635690	01/26/21 1 1/2" MM Flg MJ 3G USG MTR		583.95			5210		430550	220		101000
16540		34 STEVENSVILLE HARDWARE AND RENTAL		*** Claim from another period (1/21) 26.44	****							
	A493554	01/19/21 Muriatic acid sewer plant		23.47			5310		430640	230		101000
	A493664	01/20/21 Electrical Tape		2.97			5310		430640	230		101000
16541		23 VALLEY DRUG AND VARIETY		*** Claim from another period (1/21) 1.50	****							
	Jan 21	01/27/21 Cardstock Comm Dev Bldg Signs		1.50			2394		420531	210		101000
16542		74 STEVENSVILLE RURAL FIRE DISTRICT		*** Claim from another period (10/20) 625.00	****							
	97 10/21/20	50% Annual Compressor Service		625.00			1000		420460	360		101000
16543		85 CENTURYLINK		*** Claim from another period (1/21) 114.91	****							
	Jan 21	01/22/21 WWTP Internet #0185		68.99			5310		430640	340		101000
	Jan 21	12/22/20 H2O Plant Phone #7132		45.92			5210		430540	340		101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
16544	Jan 21 01/22/21	85 CENTURYLINK MBF Reservoir #9934 Jan 21	*** Claim from another period (1/21) **** 49.96	49.96	****		5210		430530	340		101000
16545	763603 01/12/21	29 STEVENSVILLE NAPA AUTO PARTS male elbow skid steer	*** Claim from another period (1/21) **** 145.52	5.69*	****		1000		430200	232		101000
	602254 01/06/21	Freight air filter sewer plant	11.60	89.53			5310		430610	230		101000
	601095 12/28/20	Filter & freight blower	89.53	32.45*			5310		430610	230		101000
	605487 01/28/21	Oil & filter Black GMC	32.45*	6.25*			1000		430200	232		101000
	603379 01/13/21	Ext pipe skid steer +SC 1.5%	*** Claim from another period (1/21) **** 2,058.32	6.25*	****		1000		430200	232		101000
16550	3088 02/04/21	1667 Owens Law Firm, PLLC Town Legal Services	866.00	1,192.32			1000		411100	350		101000
	3089 02/04/21	Prosecuting Atty Services	1,192.32	*** Claim from another period (1/21) **** 1,265.60	****		1000		410364	350		101000
16551	2013136 01/20/21	16 MONTANA ENVIRONMENTAL LAB LLC Water testing	340.00*	48.00*			5210		430510	350		101000
	2100413 01/13/21	Water testing	48.00*	171.20*			5210		430510	350		101000
	2013680 01/05/21	Sewer testing	171.20*	171.20*			5310		430610	350		101000
	2100155 01/12/21	Sewer testing	171.20*	364.00*			5310		430610	350		101000
	2100412 01/21/21	Sewer testing	364.00*	171.20*			5310		430610	350		101000
	2100704 01/28/21	Sewer testing	171.20*	450.00			5310		430610	350		101000
16552	2019 FD Copy Machine Maintenance	1183 ANDERS BUSINESS SOLUTIONS	450.00	450.00			1000		420100	320		101000
	71155 02/01/21	2019 Copy Machine Maintenance	450.00	*** Claim from another period (1/21) **** 86.88	****		1000		420100	320		101000
16553	549 12/30/20	108 BITTERROOT STAR notice p&z meeting	3.52	1.76			2250		411010	330		101000
	550 01/06/21	notice p&z meeting	1.76	81.60			2250		411010	330		101000
	471 12/30/20	notice p&z meeting	81.60	350.00			5210		430510	335		101000
16555	1095 02/01/21	201 Montana Rural Water Systems, Annual Membership	350.00	350.00*			5210		430510	335		101000
16556	1005067 01/06/21	84 MMIA Sewer claim deductible	1,110.50	1,110.50*			5310		430610	511		101000
16557	Jan 21 01/31/21	8 RAVALLI ELECTRIC CO-OP Airport Utilities - Lights 2/3	*** Claim from another period (1/21) **** 101.00	67.33	****		5610		430300	340		101000
	Jan 21 01/31/21	Airport Utilities - Water Pump	33.67				5610		430300	340		101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
16558	8534	02/02/21 2005 Chevy Suburan oil change	1642 Karl Tyler's Express Lube	38.24			1000 420460	232	101000
			*** Claim from another period (1/21) ****	38.24*					
16559	Jan 21	01/19/21 PW-Fuel	1659 CHS Mountain West CO-OP	45.00			1000 430100	231	101000
	Jan 21	01/31/21 PD-Fuel	*** Claim from another period (1/21) ****	160.01			1000 420100	231	101000
16560			228 Norco, Inc.	10.85					
16561			33 NORTHWESTERN ENERGY	1,074.65					
	February	02/01/21 Crksde Mdws Lighting Dist #4		240.79			2440 430263	340	101000
	February	02/01/21 Crksde Mdws Lighting Dist #4		127.76			2440 430263	340	101000
	February	02/03/21 Water-157 Sewer Works Rd Dep		3.68			5210 430510	340	101000
	February	02/03/21 Sewer-157 Sewer Works Rd Dep		3.68			5310 430610	340	101000
	February	02/03/21 Streets-157 Sewer Works Rd D		3.68*			1000 430200	340	101000
	February	02/01/21 Stevensville Cutoff Rd Path		5.72			1000 430263	340	101000
	February	02/02/21 Twin Creeks Dist #5		415.72			2450 430263	340	101000
	February	02/02/21 300 Main St seasonal lightning		5.69			1000 430263	340	101000
	February	02/04/21 Dickerson Park		12.57			1000 460430	340	101000
	February	02/02/21 206 Buck Fire Dept lighting		255.36			1000 411201	340	101000
16563			1119 Brandon Dewey	91.50					
	01170	02/03/21 Keyboards Police Docking stati		53.64*			1000 420100	239	101000
	01170	02/03/21 Keyboards Admin Docking stati		37.86*			1000 410550	239	101000
16564			77 THATCHER COMPANY OF MONTANA	1,501.91					
	352174	02/04/21 3 55 g drum T-Chlor 12.5		646.80			5210 430540	220	101000
	352174	02/04/21 Container Deposit		120.00			5210 430540	220	101000
	352174	02/04/21 Freight Charges and Surcharge		135.67			5210 430540	220	101000
	352174	02/04/21 590 Drum TI-3021 x 1		559.44			5210 430540	220	101000
	352174	02/04/21 Container Deposit		40.00			5210 430540	220	101000
16565			1698 Spectrum	325.14					
	Feb 21	02/03/21 PD phone/internet		89.97			1000 420100	340	101000
	Feb 21	02/03/21 ED phone/internet		24.49*			1000 420410	340	101000
	Feb 21	02/03/21 Court phone/internet		12.25*			1000 410360	340	101000
	Feb 21	02/03/21 Admin phone/internet		24.49*			1000 410550	340	101000
	Feb 21	02/03/21 Econ Development phone		24.49*			2940 410550	340	101000
	Feb 21	02/03/21 H2O dept phone/internet		73.48			5210 430510	340	101000
	Feb 21	02/03/21 Sewer dept phone/internet		73.48			5310 430610	340	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash	
	Feb 21	02/03/21 BD phone/internet	12.25			2394		420531	340		101000	
	Feb 21	02/03/21 Pool phone	-4.50			1000		460445	340		101000	
	Feb 21	02/03/21 Water office phone/internet	-2.63			5210		430510	340		101000	
	Feb 21	02/03/21 Sewer office phone/internet	-2.63			5310		430610	340		101000	
		*** Claim from another period (1/21) ****										
16566	E	852 CENEX FLEETCARD	600.88									
	208241CL	01/31/21 Admin - Fuel	0.00			1000		410550	231		101000	
	208241CL	01/31/21 PD - Fuel	182.45			1000		420100	231		101000	
	208241CL	01/31/21 FD - Fuel	207.04			1000		420460	231		101000	
	208241CL	01/31/21 PW - Fuel	211.39			1000		430100	231		101000	
	208241CL	01/31/21 Amulance - Fuel	0.00			2230		420730	231		101000	
	208241CL	01/31/21 Airport - Fuel	0.00			5610		430300	231		101000	
	208241CL	01/31/21 Finance Charge	0.00*			1000		410550	556		101000	
16567	E	59 BITTER ROOT DISPOSAL	405.80									
	3625418	02/01/21 Court solid waste	5.07*			1000		410360	340		101000	
	3625418	02/01/21 H20 Dept TH facility	30.43			5210		430510	340		101000	
	3625418	02/01/21 Sewer Dept TH facility	30.43			5310		430610	340		101000	
	3625418	02/01/21 PD solid waste	15.22			1000		420100	340		101000	
	3625418	02/01/21 TH solid waste	15.22			1000		411201	340		101000	
	3625418	02/01/21 BD solid waste	5.07			2394		420531	340		101000	
	3625418	02/01/21 Street solid waste	152.18*			1000		430200	340		101000	
	3625418	02/01/21 Sewer plant solid waste	152.18			5310		430640	340		101000	
	3625418	01/01/21 Parks	0.00			1000		460430	340		101000	
		# of Claims	38			Total:		29,927.74				
		Total Electronic Claims	4,265.22			Total Non-Electronic Claims		25662.52				

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$15,580.50
2230 AMBULANCE	
101000 Cash - Operating	\$0.00
2250 PLANNING	
101000 Cash - Operating	\$306.88
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$2,387.29
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	
101000 Cash - Operating	\$368.55
2450 TWIN CREEKS LIGHTING #5 DISTRICT	
101000 Cash - Operating	\$415.72
2940 ECONOMIC DEVELOPMENT	
101000 Cash - Operating	\$529.51
5210 WATER	
101000 Cash - Operating	\$6,298.71
5310 SEWER	
101000 Cash - Operating	\$3,364.63
5610 AIRPORT	
101000 Cash - Operating	\$675.95
Total:	\$29,927.74

ORDERED that the Town Treasurer draw a check/warrant on the Town of Stevensville.

Council _____ Council

Council _____ Council

Mayor

Date Approved _____

File Attachments for Item:

b. City Court

**IN THE CITY COURT, TOWN OF STEVENSVILLE
RAVALLI COUNTY, STATE OF MONTANA
BEFORE MAUREEN O'CONNOR, CITY JUDGE
206 Buck Street, P.O. Box 30
Stevensville, MT 59870
(406) 777-5271**

To: Mayor and Council

From: Judge O'Connor

Date: January 27, 2021

Re: Annual Court Report, 2020

The following is the annual report for the Stevensville City Court of Record for calendar year 2020.

The Court has continued to remain operational during the pandemic with adjustments to our normal operating procedure consistent with the directives of the Montana Supreme Court. From January 1, 2020 through December 31, 2020 fifty-four (54) new criminal cases were filed with the Court and eleven (11) temporary orders of protection. The majority of criminal filings were disorderly conduct with partner family member assaults, obstruction, simple assaults, DUI and theft among the other non-traffic criminal filings. Ordinance violations including traffic and non-traffic and general traffic violations made up the remainder. The Court collected a total of \$19,643.50 in fines and fees and collected and distributed \$3,245.92 in restitution. It should be noted that \$8,000.00 of the fines and fees was due to two separate bond forfeitures collected by the Court. Bond forfeitures for large sums are atypical.

Each month, funds are allocated and transferred to the Town Treasurer and County Treasurer in accordance with legal requirements. The Court is completely integrated with the State of Montana Full Court program. Balances in the Court's trust account are reconciled each month with the final report filed with the Supreme Court Administrative Office.

In addition to the new cases cited above, the Court has continued its review of older cases where fines, fees and/or restitution are outstanding. The Court is in an ongoing process of reviewing the records and determining the appropriate course of action for those matters. This includes but is not limited to summoning individuals back before the Court, initiating contempt proceedings, modifying previous time pay orders, and referring cases to collections among other actions.

During the two previous legislative sessions major revisions to several misdemeanor criminal statutes commonly filed and handled in the Courts of Limited Jurisdiction were implemented. The changes have affected not only the amount of jail time the Court may impose, but also the fines and fees which may be assessed. In its last session the Montana legislature implemented further revisions to the MCA as it pertained to misdemeanor offenses and the ability of Courts of Limited Jurisdiction to utilize driver's license suspensions as a tool to enforce the payment of outstanding fines and fees. These changes continue to impact the Court's ability to enforce sentencing orders and mandates including the collection of fines and fees.

The process of review and revision of court forms and documents to ensure compliance with procedural and legal requirements is ongoing on an as needed basis.

It is my pleasure to serve the citizens of Stevensville as their Judge. Please do not hesitate to contact the Court if you have additional questions.

Thank you.



Hon. Maureen O'Connor

File Attachments for Item:

c. Community Development

MONTHLY REPORT

Building Department

January 2021

<u>Permits Issued</u>	<u>Fees Collected</u>
<u>Building</u> (2 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$100.00
4. Demo	\$0
<u>Electrical</u> (2 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$147.00
4. Demo	\$0
<u>Mechanical</u> (2 permits)	
1. NSFR	\$117.50
2. New Commercial Building	\$0
3. Renovation/Remodel	\$731.25
4. Demo	\$0
<u>Plumbing</u> (1 permits)	
1. NSFR	\$133.00
2. New Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0
Total permits issued:7	Total fees collected: \$1,228.75
<u>Activities</u>	
1. Inspections and consultations.	
2. Active clearing or archiving old and expired permits, depending on age of activity.	
3. Implement uniform strategies to increase records retention and accessibility thereof.	
<u>Items of Interest</u>	
1. Continued exploration of best ways to universally digitize records and day to day functions to be accessible across pertinent staff for greater efficiency.	

Prepared by Tim Netzley, Building Official

File Attachments for Item:

e. Fire Department



STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – January 2021

Calls for the Month of January: 56

Calls for Stevensville Town: 20

Calls for Stevensville Rural: 36

Mutual Aid: 0

Medical Response: 45

Fire Calls: 1

Motor Vehicle Crash: 10

Total Calls: 54

Calls for the Year to Date: 56

Calls for Stevensville Town: 20

Calls for Stevensville Rural: 36

Mutual Aid: 0

Medical Response: 45

Fire Calls: 1

Motor Vehicle Crash: 10

Total Calls: 56

File Attachments for Item:

f. Parks & Recreation



February 11, 2021 Report to Council

Here is what's happening in your parks:

Lewis and Clark Park:

- ◆ Removed down tree from windstorm and cleaned up debris.

Park Cleaning/Sanitizing/COVID-19:

- ◆ Spraying playgrounds at Lewis and Clark Park, Father Ravalli Park, and Lange Park benches when possible.
- ◆ Trash clean up every morning.

River Park/River Park Trail:

- ◆ Removed multiple down trees from walking path after windstorm.

Father Ravalli Park:

- ◆ Removed graffiti from playground structure.

Events:

- ◆ Helping Stevensville School Athletics with a second cardboard fundraiser at Lewis and Clark Park on 2/13/21 from 10am - 1pm.

Other:

- ◆ Assisting Public Works with park clean up and park snow removal.
- ◆ Working on grant applications for the Arbor day Grant from the DNRC.
- ◆ Working on application for the Power of Change grant from Ravalli Electric Co-op.
- ◆ Researching other grant opportunities for swimming pool repair, park beautification projects, and grant possibilities to expand River Park.
- ◆ Cleaned up trash along bike path and cutoff road.

My wife and I are expecting our first child on February 15, 2021. I will be on Paternity leave for 6 weeks.

Sincerely,

Bobby Sonsteng
Parks and Recreation Director

File Attachments for Item:

g. Police Department

TOWN OF STEVENSVILLE POLICE DEPARTMENT ACTIVITY REPORT

February 11, 2021

MONTHLY REPORT:

During the month of January, Officer Alspaw # 504 completed his field training and was assigned to uniformed patrol. Officer Guida was away for military obligations for most of the month and has returned safely.

I met with Ravalli County Sheriff, Steve Holton, regarding the December 28th, 2020, letter, which involved felony investigations procedures. In our meeting, we came to a mutual understanding and began a positive cooperation between both agencies. SPD will continue to investigate felonies and will now maintain communication with RCSO in the event that further investigate assistance is required.

PROACTIVE POLICING & CALLS FOR SERVICE:

PERSONNEL WORKLOAD	MONTH OF JANUARY	MONTH OF DECEMBER	YEAR TO DATE
<i>PATROL</i>			
Calls for service	54	42	55
Traffic Citations	3	2	3
Traffic Warnings	22	11	22
Arrests / NTA	2	0	0
<i>INVESTIGATIONS</i>			
Robbery / Homicide	0	0	0
Assaults / Sex Crimes	2	0	2
Burglary / Theft	2	2	2
Fraud	2	0	2
Suspicious Incident	6	2	6
Disturbance/PFMA	2	2	2
<i>SPD AGENCY ASSISTS</i>			
Ravalli County S.O	4	2	4

SPD Agency Assists has been added to the above to educate / inform how many times SPD units have provided assistance to County or to other law enforcement agencies. Agency assistance can range from merely backing up Deputies on traffic stops to assisting them in Calls for Service and or per Mutual aid requests.

File Attachments for Item:

h. Public Works

TOWN OF STEVENSVILLE PUBLIC WORKS ACTIVITY REPORT January 2021

UTILITIES REPORT

Water Production

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	17,021,000	16,625,000

- 💧 Monthly and weekly reports to the state
- 💧 Monthly Meter Readings
 - Working through integrating Harmony as our new system. Troubleshooting software issues.
- 💧 Well #5 off at this time
 - Water meter needing circuit board replaced
- 💧 Unread Meters:
 - Replaced 5 meters
- 💧 Jetted 5 sewer lines

Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	7,344,000	5,465,000

- 💧 State Reports and EPA, weekly samples taken
- 💧 Press
 - Pressing an average of 6,000 gallons per day, up from 3,000 gallons per day
 - Polymer order delayed, press was down for multiple days

OTHER

- 💧 Removed large tree from Buck Street due to safety concerns of neighboring homes
- 💧 Cleaned up windstorm debris around town: 12 pick-up loads of debris gathered
- 💧 Removed down tree at Riverside Cemetery from windstorm
- 💧 Security cameras at L&C Park operational, looking into an updated receiver to make system more reliable
- 💧 Labeled plant equipment and tools to assist with daily rounds and maintenance of equipment
- 💧 Cody and Jared have CDL tests scheduled
- 💧 Dustin distribution test scheduled
- 💧 Glenn Bies is currently on medical leave
- 💧 Working through hiring process for Public Works Director

File Attachments for Item:

a. a. Letter from Stevensville Business Owners

February 1, 2021

To Members of the Stevensville Town Council:

The Stevensville Planning & Zoning Board has recommended approval of the Burnt Fork Estates subdivision at the corner of Middle Burnt Fork and Logan Lane, about 1 mile east of the downtown. The subdivision includes a 16-lot commercial area which would be re-zoned to C-2. We're concerned because the proposal does not conform to the goals of the Stevensville Growth Policy which says that the Town will "encourage reuse and infill in existing commercial areas" and "provide for the continued success of downtown."

We're also concerned that the business community has not had a chance to weigh in on this proposal which will now go before the Town Council.

Please do not approve this commercial development which would be totally disconnected from the town's existing commercial area.

Joan Prather, former Executive Director of Stevensville Main Street Association
Victoria Howell, former owner of Bitterroot Star
Jimmy Edwards/Burnt Fork Market
Mark & Dana Bateman/Stevensville Hotel
Nicholas Burgess/Tin Can Bar & Draft Room
Rich & Kathy Marcus/Catered Table
Gretchen Spiess/River's Mist Gallery
Debra Kroger/Burning Sage Studio
Eric Hayes/Blacksmith Brewery
Tracey & Chad Smith/Valley Drug & Variety
Tracey & Chad Smith/Family Pharmacy
Rachel Burk/Stoneydale Press
Robert & Kate Lutzenhiser/Lutzenhiser Jewelry
Craig Johnson/Romeo's Italian Kitchen
Cody Omlid/Kodiak Jax
Sharon Meador/Wild Wind Floral

File Attachments for Item:

b. b. Letter from Victoria Howell and Joan Prather

February 1, 2021

To Members of Stevensville Town Council:

Stevensville, Montana is a town, not a city. It's one of Montana's first towns, and in spite of the haphazard commercial growth in our beautiful Bitterroot Valley, Stevensville has managed to maintain its small-town charm and historic and cohesive feel. How was this possible in a county with no zoning?

It's because the incorporated municipality of Stevensville *does* have zoning. The folks who came before us had the foresight to develop a plan for how, where, and what kind of growth would occur. Now the Stevensville Planning and Zoning Board has made a decision that could potentially destroy that careful planning with their decision to allow C-2 (commercial) zoning in a residential, and mostly rural, area at the east edge of the town limits.

The proposed Burnt Fork Estates is a huge, ambitious subdivision that will have 220 single- and multi-family units that will be basically separated from the rest of the community. There are concerns about access, about water and sewer impacts, about how the subdivision will connect with the Creekside Meadows subdivision to the north, and many others.

But we'd like to focus on just one aspect, and that is the 16-lot commercial development that is proposed at the corner of Middle Burnt Fork and Logan Roads.

Several years ago, Stevensville did a survey to help decide how commercial growth should happen. The consensus of the citizens polled indicated that they did not want commercial development to spread up Middle Burnt Fork, but rather to spread south on Eastside Hwy.

Here's what Stevensville's current Growth Policy says:

"There are many elements of Stevensville that serve to shape the town's identity. Stevensville's connection to Montana's beginnings, proximity to the natural environment, and the safe small-town feel all contribute to the sense of place that residents cherish and that serves to attract visitors and new residents. Stevensville's 2016 Growth Policy Update reflects the community's desire to preserve these unique aspects of the town while envisioning a future of coordinated growth and ongoing success."

The Growth Policy has a section on Goals, Objectives and Implementation. Thirteen goals are identified. Goal #1 is "Encourage Reuse and Infill in Existing Commercial Areas. Goal #9 is: "Provide for the Continued Success of Downtown Stevensville." Nowhere in the Growth Policy is there any mention of expanding, improving, or even *allowing* commercial development on the east edge of town. This was not part of the vision for the Town in the current Growth Policy and this proposal for commercial development at the corner of Middle Burnt Fork and Logan is not in conformance with Stevensville's Growth Policy.

We've been part of the Stevensville business community for the past 35 years, nearly 20 of those as executive director and founding board member of the Stevensville Main Street Association, respectively. For whatever reasons, and not on our watch, the Main Street Association crashed and burned at the end of 2019. It could be argued that it had served its purpose and was no longer needed. After all, the downtown district (which by the way, is NOT just Main Street but also the side streets between Main and Buck and Main and Church as well as the east side of Buck Street and the west side of Church Street) no longer has a problem with empty or dilapidated storefronts; citizens (and tourists) enthusiastically support downtown events and festivals; the message of the importance of shopping locally has been drummed in long enough and thoroughly enough to conceivably make a real impact on consumer habits.

But all this is fragile. The heart of a town of this size can be broken pretty easily, especially now that there is no watchdog group like the Main Street Association paying attention. In fact, there is no one right now to represent the voice of the existing businesses. Except perhaps us.

Some citizens have complained about the meeting process that has occurred so far on this subdivision proposal. We think they have a valid point. Obviously, there are tremendous challenges in holding "public" meetings during the pandemic. We can be pretty certain that this proposal holds significant interest for many citizens of Stevensville, but it was evident from the few public comments made by phone that this comment system does not work well for most folks. Not surprisingly, most of the written comments that did come in were from Creekside Meadows residents, and these were dismissed by at least one board member as being merely NIMBY (not-in-my-backyard) comments. That was inappropriate and unresponsive, to say the least, since the best that those significantly affected residents can realistically hope for is to influence the impacts by pressing for mitigation.

But on the issue of commercial development, we're most concerned that not a single business owner made a comment. We think this indicates that they were unaware of the meeting and/or how to participate.

The job of the Planning & Zoning Board was to thoroughly review this subdivision proposal before passing it along to the town council. But based on their discussion (which consisted of about 12 total hours to go over every single detail of this huge proposal and incorporate their own and the developers' suggested amendments), the board seemed not to grasp the importance of what they were giving their approval to. This was their only chance to say, hey, let's take a step back and research the possible consequences of this zoning change. This was not a request for a conditional use, this was a request for a zoning change that, once approved, is permanent.

It was pointed out that the planning board had the ability to take more time because any procedural timeframes for the subdivision process have been suspended due to the pandemic. It was also pointed out by the Ravalli County Planning Director that, **as an advisory board, they had the ability to recommend to the council denial of the zoning change but then they could also recommend that the subdivision be approved without the zoning change.** However, they didn't seriously consider that option and instead approved the C-2 zone.

Now we can only hope that the town council will give this incongruous zoning proposal the attention it truly deserves when it considers the board's recommendation, and that the council will adhere to the vision of the Stevensville Growth Policy. We respectfully ask the town council not to approve this subdivision proposal as it exists today. Send it back to the Planning & Zoning Board for further revision.

Sincerely,

Joan Prather, former Executive Director of Stevensville Main Street Association
Victoria Howell, former President of Stevensville Main Street Association

File Attachments for Item:

- a. Discussion/Decision: Resolution 484, establishing the written minutes as the official minutes of record for hearings and meetings of the Town Council



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	2/11/2021
Agenda Topic:	Discussion/Decision: Resolution 484, establishing the written minutes as the official minutes of record for hearings and meetings of the Town Council
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	2/11/2021
Notes:	

RESOLUTION NO. 484

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF STEVENSVILLE,
MONTANA, ESTABLISHING THE WRITTEN MINUTES AS THE OFFICIAL MINUTES
OF RECORD FOR HEARINGS AND MEETINGS OF THE TOWN COUNCIL**

WHEREAS, council meeting minutes are required by law 2-3-212, MCA and may one day be read in court to support or defend some claim against the Town; and

WHEREAS, an accurate record of what the substance of all matters proposed, discussed or decided is essential.

WHEREAS, MCA 2-3-212 also provides that the governing body may designate an audio recording as official, but must also maintain a written record of the meeting; and

WHEREAS, the Town of Stevensville records meetings via audio and/or video; and

WHEREAS, the audio recording serves the Town only as a tool for transcription to the written minutes of the meeting and as a method for citizens to review the substance of a hearing or meeting.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Stevensville that the written minutes of a hearing or meeting held by the Town Council are the official minutes of record.

PASSED AND ADOPTED by the Town Council of the Town of Stevensville, Montana, this 11th, day of February 2021.

APPROVED:

ATTEST:

Brandon E. Dewey, Mayor

Jenelle Berthoud, Town Clerk

File Attachments for Item:

b. Discussion/Decision: Consent to Mayor's appointment of Steve Kruse as Public Works Director



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	2/11/2021
Agenda Topic:	Discussion/Decision: Consent to Mayor's appointment of Steve Kruse as Public Works Director
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	2/11/2021
Notes:	

Mr. Robert Underwood
Human Resources Director
Town of Stevensville
206 Buck St.
Stevensville, MT 59870

Mr. Underwood,

I am writing in regards to the Public Works Director position on your website. I believe I may be a good fit for this role as I understand it from the Position Description.

My most recent experience was as the General Manager of Operations for Timberline Lodge, a resort located on Mt. Hood in Oregon. While my resume will provide more detail, my responsibilities included oversight for the entire infrastructure of a remote, challenging location. This infrastructure included a domestic water distribution system, waste water treatment facilities, a National Historic Landmark building, snow management, parking lots and a State Highway.

My role also included representing our organization with numerous regulatory agencies, including the Federal Government, State and County Law Enforcement, Oregon Department of Transportation, TSA, Search and Rescue groups, Emergency Services and several branches of the U.S. Military. I am trained in and have been a part of the Emergency Management System, acting on numerous occasions as Incident Commander.

I would look forward to discussing the Public Works Director position and my qualifications further, so please do not hesitate to contact me,

Sincerely,

Steve Kruse

 [Redacted email address]

STEVE KRUSE

OUTDOOR INDUSTRY LEADER

EXPERIENCE

GENERAL MANAGER

Timberline Lodge & Ski Area

MT. HOOD, OR

1993-2020

Oversee all activities, operations and services of Timberline Lodge and Summit Ski Areas, Summit Chevron and offsite retail operations, 500+ employees, 400K skier visits, 2 M visitors per year

Development and Implementation of numerous 5M+ Cap Ex projects including commercial property planning and construction and resort development enhancements including chairlifts, Bike Parks and structures

- Ongoing development and mentoring of resort operations teams
- Budget development and execution for diverse revenue sectors
- Strategic Goal setting for all operational departments
- Responsible for all company and guest safety programs
- Long time member of senior management team working with President and Board
- Create opportunities to scale business (off-site retail locations, downhill mountain bike park)
- Lead new business acquisitions (Portland International Airport retail outlet, Summit Ski Area)
- Expert in Agency relationships including extensive NEPA compliance, all regulatory compliance, SHPO expertise and National Historic Building Preservation
- Facilities Maintenance oversight on 20+ sites
- Risk Management oversight including counsel relationships, depositions, trial preparation and testimony, and mediation responsibilities
- Insurer liaison for all coverage types and inspections lead
- Contact for all Federally mandated compliance issues

SKI AREA RISK MANAGER

Timberline Lodge & Ski Area

MT. HOOD, OR

1991-1993

- Communicate risk policies and processes to Ski Area GM
- Identify and close gaps within risk department
- Conduct accident investigation
- Work with lawyers and attend litigation as needed
- Create standard forms and uphold documentation standards

CONTACT

PHONE (509) 870-6706

EMAIL KRUSE5@GMAIL.COM

LINKEDIN.COM/IN/STEVE-KRUSE-4b779111

CERTIFICATIONS

NRA Range Safety Officer

EDUCATION

University of Idaho

STRENGTHS

Strategic planning

Process improvement

Budget forecast and analysis

Defining and implementing processes

Inventory analysis and optimization

Project management

Regulatory compliance

Team building and mentorship

SKILLS

Microsoft Office Suite

Sage Accounting Software

Payroll Software (AE and Paylocity)

Large Equipment Operation

- Loader, Excavator, Snowcat

PUBLIC WORKS DIRECTOR

SUPPLEMENTAL ESSAY QUESTION #1

In October, my wife and I realized our dream of moving to Stevensville, after I took an early retirement from the position that I held for 31 years. Numerous reasons led to our decision to relocate, foremost being the ability to be near family and friends, and the beauty of the area. Since relocating, our decision has been affirmed on a daily basis, from the friendliness of everyone we have met, the small town values and traditions we that are important to us and the tremendous recreation opportunities right outside our doors. We have also experienced the generosity of the community in helping those in need, first hand.

The Position of Public Works Director is interesting to me in that it requires a skill set which I possess, but on a smaller basis than in my previous experiences. One of the reasons that led to my decision to leave my last position was that the area in which we lived was experiencing a tremendous population increase, which changed the nature of our community and the business I was in. The potential to positively contribute to a community we love is incredibly exciting to me, and I feel that the experience I can bring to the Township of Stevensville's leadership team would be beneficial.

PUBLIC WORKS DIRECTOR

Supplemental Essay Question 2

My management style was influenced by numerous mentors in my career, personal experience in environments that I felt were either positive or negative, and shaped by how I want to feel as a part of team or group effort.

I believe that the best way to describe my style would be to refer to a picture that I have had on the wall of numerous offices and workspaces in my career, which I still have. It is a drawing of 2 groups of people pulling a large pyramid block, one is titled "Leader" and has the leader at the front of the rope pulling the hardest. The other is titled "Boss" and has the same scene, except that the "boss" is sitting at a desk on top of the block. I am a leader, mentor, teacher, communicator and the person saying "Thank You" at the end of the day.

The greatest satisfaction for me has always been watching people realize, and then fulfill their potential. I feel it is the job of a leader to enable this process by clearly defining expectations, ensuring that everyone has the tools or resources to be successful, providing guidance and feedback when needed and showing appreciation.

Another tenet I try and adhere to is being willing to do everything that I ask of a team or workforce, often learning in this process that there is more than one approach to any task or project, based upon listening to the team.

PUBLIC WORKS DIRECTOR

Supplemental Essay Question #3

The best decisions are those that are made after contemplating as much information as possible, including historical data, trends, risks versus rewards and ROI's, to name a few factors. Strategic budgeting and budget adherence are all a factor of using sound data, be it revenues, costs or service standards.

One of the areas I was responsible for in my prior role was facilities maintenance for over 20 different geographic locations, over a 50 mile area. When I assumed responsibility for this function, I did what I normally do, spending my initial time listening and asking questions, getting to know all of the staff and gaining insight into the operation. During this time, a recurring theme I heard from the end users was that it "took forever" to get anything done from FM. On the other side of the coin, the recurring theme from the FM staff was that they "had too much to do and not enough time".

After working on this situation with the Manager of the department, we decided that we would give a new mission to the crew, using the analogy of the FM department as the "utilities" of the business, and the rest of the staff who depended on their work as the "customers". I asked the whole crew to think about sitting around from 9 to 4 waiting for the cable guy, who may or may not show up, and how they felt about that. So we decided to use data.

First phase, with the assistance of the customers, we logged average response times to emergency and normal maintenance requests to develop baseline data. The analysis of this information immediately proved useful in showing us areas for improvement, and highlighted the fact that communications with the end users needed to be better.

Working with the crew, we all came up with realistic timeframes to respond to a maintenance request, and a system to electronically acknowledge maintenance requests, anticipated time for completion and followup communications to the "customers". At the same time, we purchased a computer based work order system which tracked pending and open work requests. Utilizing these systems, we were able to establish and track measurable service standards, and made them part of every morning meeting. Additionally we involved department heads in assisting us with tracking call response times. This situation could not have been improved without the use of empirical data and analysis.

PUBLIC WORKS DIRECTOR

SUPPLEMENTAL ESSAY QUESTION #4

At my last position, I was involved in capital improvements in several ways. Since Timberline Lodge is a National Historic Landmark, owned by the Federal Government and managed by a private permit holder, my CIP experience is multifaceted, as I was dealing with both Federal and private funds, and a combination of both. Since our business was situated on Federal lands, our rent was under a system called GT, short for Granger Thye, a congressional act that allowed permit holders rent to be allocated to the facility that generated the revenues. In this capacity, I sat on a committee of Forest Service personnel and colleagues who managed this over 1M zero based budget purely for CIPs. Any projects, that were not directly funded by Congressional line items and requiring federal contracting, were contracted and implemented by myself and others, dependent upon the type of project. These projects, essentially the maintenance of a building built during the Depression, were diverse in nature and scope. I coordinated all contracting, performance to budget and implementation. Of note in this category is the fact that during the Obama administration, we applied for and were granted funding for 13 projects under the ARRA act, otherwise known as the "stimulus package" The majority of these projects were under my oversight, and at the end of the season, we had completed all projects on time and budget, and we received an award for our implementation. All GT CIP projects were subject to an audit every 2 years by the GAO, which was never problematic.

On the private side, I was involved with the owner and our CFO in developing and implementing our CIP budget. This budget covered our core businesses and averaged 8M annually. Projects included construction of 5-8M chairlifts, brewery infrastructure, a retail outlet at Portland International Airport, construction of a lift serviced mountain bike park and diversified purchases of new assets, including other resorts.

File Attachments for Item:

c. Discussion/Decision: Vehicle Use Agreement with BVS Inc., providing use of backup ambulance for mobile COVID-19 Testing



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	2/11/2021
Agenda Topic:	Discussion/Decision: Vehicle Use Agreement with BVS Inc., providing use of backup ambulance for mobile COVID-19 Testing
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	2/11/2021
Notes:	

VEHICLE USE AGREEMENT

Definitions: The "Owner" is the person who has legal ownership of the vehicle. The "User" is the person who has right of temporary use of the vehicle for the specified period. The "Owner's Agent" is the person designated to act on behalf of the owner.

We, the undersigned, agree to the following conditions. This agreement is between **TOWN OF STEVENSVILLE**, herein called "Owner," and **BVS INC.** herein called "User."

1. DESIGNATED VEHICLE INFORMATION

Make _____
Model _____
VIN _____ Color _____
Year _____ Tag _____
Mileage _____

2. TERM

The dates for use of the vehicle will be: from _____ to _____ (DD/MM/YYYY).

3. INSURANCE

The Owner is to provide the User with the registration papers and a copy of the insurance policy for the borrowed vehicle. The Owner, or Owner's Agent, will pay all insurance and registration fees. The User will pay all personal insurance fees and provide proof of current driver's insurance. In addition, the User is to provide a letter to the Owner's insurance company to verify his/her safe-driving record and proof of insurance.

4. CONDITION OF VEHICLE

The Owner will ensure that the vehicle is clean and in good mechanical condition. All major systems should be recently checked (steering, brakes, electrical components, ignition, cooling, transmission, suspension, motor and tires) and "Certificate of Mechanical Fitness" obtained. The motor should be tuned and serviced. The replacement of oil and air filters should be carried out just prior to the start date in this agreement. The Owner should provide the User with a list of any minor defects in the vehicle.

5. MAINTENANCE AND REPAIR

A. Routine Maintenance

1. The vehicle is to be serviced according to the service manual provided. (Or as instructed by the Owner.)
2. The User is responsible for all basic service costs.

B. Breakdowns and Repairs

1. The Owner is responsible for any costs that can be attributed to mechanical failure due to normal usage for which the vehicle was designed.
2. The User is to contact the Owner or the Owner's Agent if such a mechanical failure should occur to obtain authorization to have repairs carried out quickly. Accounts are to be presented to the Owner or the Owner's Agent for payment.
3. The User is responsible for any costs incurred that can be attributed to neglect or misuse of the vehicle.

C. Accidents and Repairs

1. The conditions of the insurance policy for the vehicle is to be complied with if accidents, theft, and damage associated with theft occur.
2. The User is responsible for the basic excess on the policy.
3. Repair costs, if less than \$500, are to be paid by the User.
4. Accidents are to be reported to the police within 24 hours if damage has occurred or a person has been injured.
5. Any increased premium rates placed on the policy are to be paid by the User for two years.
6. In the case of an accident for which the User is not at fault, claims will be made on the other party's insurance at no cost to the Owner of the vehicle.
7. If the Owner's Insurer refuses to meet a claim as a result of any action by the User allowing the Insurer to void the claim (eg., drunk driving, invalid license, negligence) then the User shall be responsible for the claim, or claims, in its, or their, entirety.

6. USE

The vehicle is to be driven on properly constructed road surfaces in good condition or on leveled-off road surfaces only. The vehicle shall not be driven by any person other than those specified without the permission of the owner.

7. LICENSE/LAW

All designated drivers will obtain the appropriate license for the vehicle and will comply with the relevant laws concerning motor vehicle use.

8. FEES

The User is responsible for all fees and fines (including, but not limited to, speeding tickets, parking tickets, etc.) relating to use of vehicle.

The Town will permit use of the vehicle in exchange for regular COVID-19 testing of staff and volunteers.

9. MILEAGE

The vehicle may be driven an unlimited distance.

10. OTHER POINTS MUTUALLY AGREED UPON

The vehicle shall be returned in substantially the same condition as the beginning of the agreement.

Existing markings shall be covered so that the naming on the vehicle is not associated with user's activities.

Owner's Name _____

Owner's Signature _____

Date _____

User's Name _____

User's Signature _____

Date _____

Effective Date _____

Ending Date _____